

SiteManager **Training Manual**



Module F
Chapter 2

Materials Management (+)
Contract Materials (+)
Contract Sampling and Testing

Section F-2-2

Viewing Contract Sampling and Testing Requirements

Student's Version

Indiana Department of Transportation
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Viewing Contract Sampling and Testing Requirements

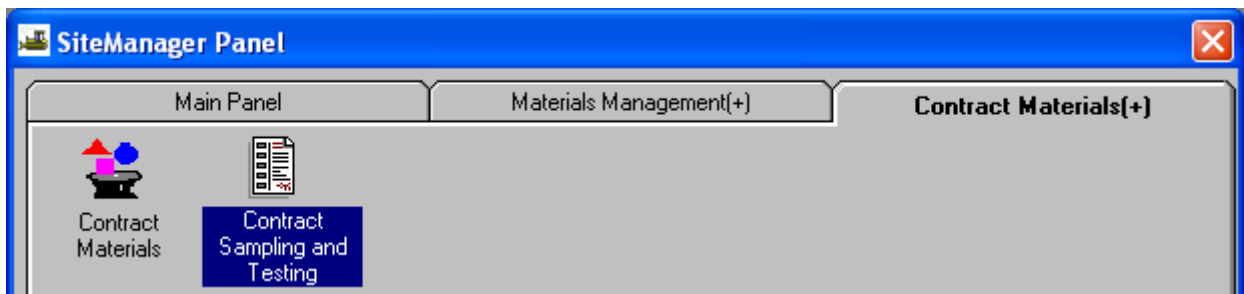
This document explains how to view the contract sample and testing requirements.



“Double-click” on **Materials Management** located on the Main Panel.



“Double-click” on **Contract Materials**.



“Double-click” on **Contract Sampling and Testing**.

Select Contract/Material Information

Selection

Contract
Project/Line Item
Material

Find :

Contract

Contract ID	Description
R -90004	INTERSECTION IMPROVEMENT AND TRAFFIC SIGNAL MO
R -90011	INTERSECTION IMPROVEMENT AND TRAFFIC SIGNAL MO

OK Cancel

“Double-click” on the appropriate **Contract ID**.

Note: the **Contract ID** will not appear in this list until after sample and testing requirements have been generated.

Select Contract/Material Information

Selection

Contract R -90004
Project/Line Item
Material

Find :

Project/Line Item

Project Number	Line Item Number	Description
9620710	0014	MILLING, TRANSITION
9620710	0015	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm
9620710	0016	QC/QA-HMA, 3, 76, INTERMEDIATE, 19.0 mm
9620710	0017	QC/QA-HMA, 3, 64, BASE, 25.0 mm
9620710	0018	HMA, TYPE B, WEDGE AND LEVEL
9620710	0019	ASPHALT FOR PRIME COAT

OK Cancel

Use the scroll, Find or sort technique to locate the appropriate pay item. “Double-click” on the appropriate entry.

Select Contract/Material Information

Selection

Contract: R -90004

Project/Line Item: 9620710 , 0015, QC/QA-HMA, 3, 76, SURFACE, 9.5 mm

Material:

Find :

Material

Material Code	Full Name	Short Name
401M34547	QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3	QC/QA HMA 9.5,S,3
401M34548	QC/QA HMA 9.5mm (3/8 in) Surface, Cat 4	QC/QA HMA 9.5,S,4
401M34549	QC/QA HMA 9.5mm (3/8 in) Surface, Cat 5	QC/QA HMA 9.5,S,5
904M00060	CA, Class AP, CS, 12	CA,CIAP,CS,12
904M00110	CA, Class AP, CS, QA	CA,CIAP,CS,QA
904M00170	CA, Class AP, Gvl, 12	CA,CIAP,Gvl,12

OK Cancel

Use the scroll, Find or sort technique to locate the appropriate material code.
 “Double-click” on the appropriate **Material Code**.

Viewing the Materials tab

The material/pay item relationship can be viewed in the **Materials** tab.

The screenshot shows the 'AASHTO SiteManager' application window with the 'Contract Sample and Testing Requirements' dialog box open. The 'Materials' tab is selected. The form contains the following fields and values:

Field	Value
Contract	R-90004
Project	9620710
Bid Item Code	401-07334
Item Unit	Mg
Desc. 1:	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm
Desc. 2:	
Supp Desc1	
Supp Desc2	
Material Code:	401M34547
Material Description:	QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3
Conversion Factor:	1.00000
Approved Source Required	<input type="checkbox"/>
Material Quantity:	784.000
Material Unit:	Megagram (SI) (Metric Ton)
Special Instruction:	

The **Contract Sample and Testing Requirements** window will open.

Verify the correct pay item and materials have been selected.

Conversion Factor: The **Conversion Factor** is used to convert the pay item quantity to the required material quantity.

Approved Source Required: The **Approved Source Required** check-box is not utilized by INDOT.

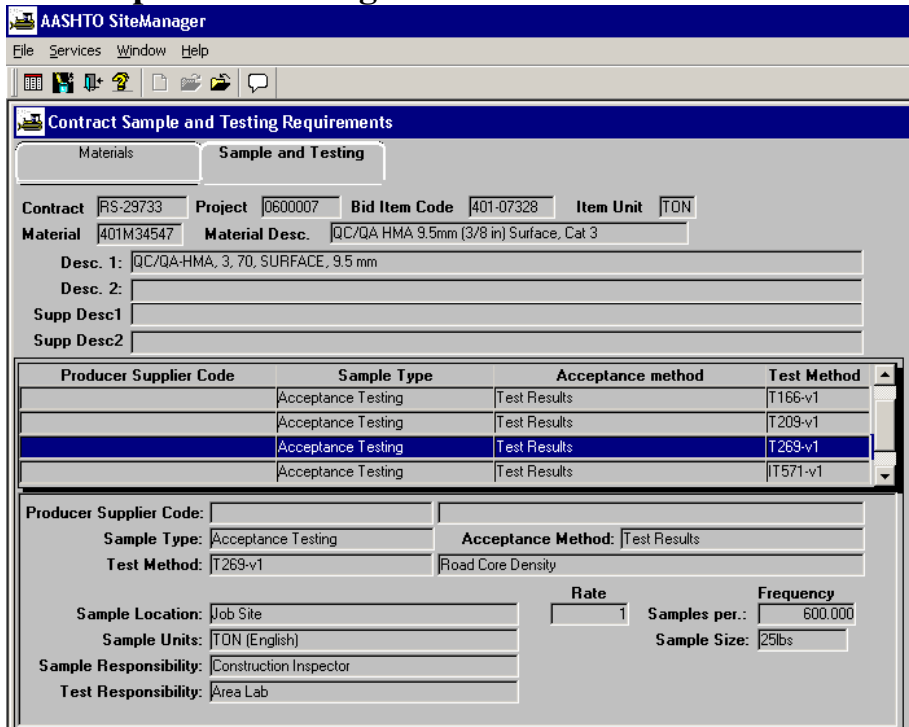
Material Quantity: The **Material Quantity** is the quantity of material needed to construct the pay item. It is automatically calculated using the bid pay item quantity plus approved change order pay item quantity with the conversion factor.

Material Unit: The **Material Unit** is the unit of measure for the material selected.

Special Instruction: The **Special Instruction** field contains sample and testing requirement information for the pay item/material relationship.

Viewing the Sample and Testing tab

The contract sample and testing requirements for a material/pay item can be viewed in the **Sample and Testing** tab.



AASHTO SiteManager

File Services Window Help

Contract Sample and Testing Requirements

Materials **Sample and Testing**

Contract: RS-29733 Project: 0600007 Bid Item Code: 401-07328 Item Unit: TON

Material: 401M34547 Material Desc.: QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3

Desc. 1: QC/QA-HMA, 3, 70, SURFACE, 9.5 mm

Desc. 2:

Supp Desc1:

Supp Desc2:

Producer Supplier Code	Sample Type	Acceptance method	Test Method
	Acceptance Testing	Test Results	T166-v1
	Acceptance Testing	Test Results	T209-v1
	Acceptance Testing	Test Results	T269-v1
	Acceptance Testing	Test Results	T571-v1

Producer Supplier Code:

Sample Type: Acceptance Testing Acceptance Method: Test Results

Test Method: T269-v1 Road Core Density

Sample Location: Job Site Rate: 1 Samples per.: 600.000

Sample Units: TON (English) Sample Size: 25lbs

Sample Responsibility: Construction Inspector

Test Responsibility: Area Lab

Producer Supplier Code: The **Producer Supplier Code** field is not utilized by INDOT.

Sample Type: The **Sample Type** field defines the purpose of the sample.

Acceptance Method: The **Acceptance Method** field indicates the Basis of Use for the material. The types of acceptance methods are listed below.

- Approved Material: Material on the Pre-Approved Materials list
- Approved P/S: Producer/Supplier that has been approved through INDOT's certified producer/supplier program
- Certification: Any type of certification (A,B,C,D or Other)
- External Document: Any external document that is scanned into an electronic format and imported into SiteManager through the attachment function
- Field Evaluation: acceptance method for pre-approved materials

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File Services Window Help

Contract Sample and Testing Requirements

Materials Sample and Testing

Contract: RS-29733 Project: 0600007 Bid Item Code: 401-07328 Item Unit: TON

Material: 401M34547 Material Desc: QC/QA HMA 9.5mm (3/8 in) Surface, Cat 3

Desc. 1: QC/QA-HMA, 3, 70, SURFACE, 9.5 mm

Desc. 2:

Supp Desc1:

Supp Desc2:

Producer Supplier Code	Sample Type	Acceptance method	Test Method
	Acceptance Testing	Test Results	T166-v1
	Acceptance Testing	Test Results	T209-v1
	Acceptance Testing	Test Results	T269-v1
	Acceptance Testing	Test Results	T571-v1

Producer Supplier Code:

Sample Type: Acceptance Testing Acceptance Method: Test Results

Test Method: T269-v1 Road Core Density

Sample Location: Job Site Rate: 1 Samples per.: 600.000

Sample Units: TON (English) Sample Size: 25lbs

Sample Responsibility: Construction Inspector

Test Responsibility: Area Lab

Acceptance Method: The **Acceptance Method** field indicates the Basis of Use for the material. The types of acceptance methods are continued listed below.

- Formulation Approval: Verifies material formulation is within specification limits
- Other: Not covered by any other acceptance method in the drop-down list. The detailed Acceptance Method shall be located in the Remarks balloon.
- Test Results: Contract related testing that will count toward the contract testing requirements. This method indicates there is test data entered on a Test Template. One sample can have multiple test methods associated to it.
- Transfer of Material: Materials that are transferred from one location to another
- Visual Inspection: acceptance by visual inspection

Test Method: The **Test Method** is the test method that is associated to the material/pay item relationship.

Sample Location: The **Sample Location** field indicates a general location where the sample is taken.

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File Services Window Help

Contract Sample and Testing Requirements

Materials **Sample and Testing**

Contract Project Bid Item Code Item Unit
Material Material Desc.
Desc. 1:
Desc. 2:
Supp Desc1
Supp Desc2

Producer Supplier Code	Sample Type	Acceptance method	Test Method
	Acceptance Testing	Test Results	T166-v1
	Acceptance Testing	Test Results	T209-v1
	Acceptance Testing	Test Results	T269-v1
	Acceptance Testing	Test Results	T571-v1

Producer Supplier Code:
Sample Type: Acceptance Method:
Test Method: Road Core Density
Sample Location: Rate Samples per.:
Sample Units: Sample Size:
Sample Responsibility:
Test Responsibility:

Rate and Frequency: The **Rate** and **Frequency** fields are used with the conversion factor to convert the pay quantity to the required number of tests for a material.

Example 1: HMA surface specification states that one sample is required for every 600 Mg of material. **Rate** is equal to 1 and **Frequency** is equal to 600.

Example 2: When there is only one test per contract, **Rate** is 1 and the **Frequency** is the largest value allowed in the field, 999,999,999.999.

Sample Units (Sample Size): The **Sample Size** field indicates the size of the sample required by the Test Method.

Sample Size (Sample Unit): The **Sample Units** field indicates the units of measure of the sample.

Sample Responsibility: The **Sample Responsibility** field provides guidance in determining who obtains the sample.

Test Responsibility: The **Test Responsibility** field provides guidance in determining who performs the test on the material.

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Contract Sample and Testing Requirements

Materials **Sample and Testing**

Contract: R-90004 Project: 9620710 Bid Item Code: 605-06120 Item Unit: m
Material: 502M00010 Material Desc.: PCCP
Desc. 1: CURB, CONCRETE
Desc. 2:
Supp Desc1:
Supp Desc2:

Producer Supplier Code	Sample Type	Acceptance method	Test Method

Remarks about the material/pay item relationship for the contract can be viewed by using the **Remarks** balloon.

“Click” on the **Remarks**  button located on the toolbar.

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File Services Window Help

Contract Sample and Testing Requirements

Materials **Sample and Testing**


Remarks (General Remarks):
enter additional remarks here

5477 Item Unit: Mg
(TYPE C)

Acceptance method	Test Method
Results	T166-v1
ification	SMT9003-v1
Results	T209-v1

Producer Supplier Code:
Sample Type: Acceptance Testing Acceptance Method: Test Results
Test Method: T166-v1 Bulk Specific Gravity of Compacted HMA

Sample Location: No Sample Required Rate: 0 Frequency: 99,999,999,000
Sample Units: Megagram (SI) (Metric Ton) Sample Size: 0
Sample Responsibility: Testing Tech
Test Responsibility: Area Lab

Close the **Remarks (General Remarks)** field by “clicking” on the **Remarks**  button on the toolbar.

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File Services Window Help

Contract Sample and Testing Requirements Close

Materials **Sample and Testing**

Contract Project Bid Item Code Item Unit

Desc. 1:

Desc. 2:

Supp Desc1


Supp Desc2

Material Code:

Conversion Factor: ☐ **Approved Source Required**

Material Quantity: Material Unit:

Special Instruction:

“Click” the **Close** button  located on the toolbar to exit the **Contract Sample and Testing Requirements** window.